



City of Austin - JOB DESCRIPTION



Austin Water Utility Pipeline Technician Supervisor

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	19427	Salary Grade:	WE2
Approved:	August 08, 2000	Last Revised:	January 11, 2008

Purpose:

With general direction, exercises considerable judgment and uses comprehensive knowledge of broadly defined practices, policies and procedures. Plan, conduct, coordinate activities and supervise personnel assigned to the operations of the water distribution and wastewater collection systems. Work on multiple/diverse complex issues and selects the methods, techniques and evaluation criteria for obtaining results.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Supervise, coordinate and be responsible for the performance and completion of daily crew activities and work assignments
2. Provide technical expertise on a variety of distribution and collection activities
3. Perform supervisory duties including hiring, promoting, disciplinary actions, and performance evaluation of staff
4. Reviews/evaluates/records data using PC's and video equipment in preparing and producing reports to ensure quality, productivity and accuracy of work assignments
5. Interprets applicable Federal, State, and local ordinances and regulations and assures compliance
6. Coordinates activities with engineers, construction inspectors, and other city departments
7. May act in liaison capacity with other departments, divisions, and organizations
8. Investigates and responds to citizen complaints and concerns
9. Evaluates progress and results and recommends major changes in procedures, processes and policies
10. Operates with substantial latitude for independent action or decision
11. Assists in budget preparation
12. Develops and implements procedures related to asset control
13. Develops specifications for purchases
14. Plans and schedules Safety and Tailgate meetings
15. Ensure proper training and guidance is provided for personnel

Responsibilities - Supervisor and/or Leadership Exercised:

Perform supervisory duties including hiring, promoting, disciplinary actions, and performance evaluation of staff.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
Exposure to hazardous chemicals, solvents, hazardous environments and adverse weather conditions.
Establish and maintain good working relationships with internal and external customers
Ability to work in confined spaces.
Ability to understand, follow and provide written and/or verbal instructions and training
Subject to various work shifts, on-call and call back hours

Minimum Qualifications:

High School graduation or GED.
Five (5) years of progressively responsible experience in construction or maintenance activities, two (2) years of which was in a lead or supervisory capacity.

Licenses and Certifications Required:

Valid Texas Commercial Driver's License (CDL) May be required to obtain appropriate TNRCC certification within one (1) year of employment.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.